

1.

Report of the Allotment Sub-Committee Meeting held at the Allotment Site, Llantwit Major at 9:30am on Monday 23rd May 2016.

Present; Councillor J. Evans – Chairman.
Councillor Mrs S Geary
Councillor M Mason.
Councillor Mrs P Lancaster

There were no Declaration of Interests received.

Report of the last meeting held on 4th April 2016 and ratified at Full Town Council Meeting on 28th April 2016

Committee members were previously circulated with the Report of the last meeting held on 4th April 2016 and ratified at the Full Town Council Meeting held on 28th April 2016. Noted.

To discuss inspection by Allotment Sub Committee held on 23rd May 2016 at 9:30pm

Councillors inspected and discussed each plot on the Allotment site. Following the inspection Councillors at the meeting recommend the following:

Recommended: That first warning letters be written to Plots Holders 47 and 73.

Further

Recommended: That a letter be written to Plot Holder 8 stating that extra work needs to be undertaken on the plot to bring it up to the required standard.

Further

Recommended: That a letter be written to Plot Holder 33 regarding rubbish on Allotment Plot. State that the cultivation of the Allotment plot is excellent however the rubbish on the Plot must be removed.

Further

Recommended: That a letter be written to the next person on the Allotment Waiting List offering them Plot Number 1. This follows a verbal conversation from the existing tenant requesting to vacate their plot with immediate effect.

Further

Recommended: That Allotment Plots 62 and 78 be reviewed further at the next Allotment Inspection. If no improvement a first warning letter be sent following the next Meeting.

Further

Recommended: That future Allotment Inspections will be undertaken by just one Councillor and the Deputy Town Clerk. The inspection will take place prior to / up to five days before the Allotment Sub-Committee Meeting. The Deputy Town Clerk will set up a Rota for Councillors. Councillor J Evans has volunteered to undertake the next inspection with the Deputy Town Clerk.

To discuss Agenda Brief re hire of Skip on the Allotment Site

Councillors were previously circulated with an Agenda Brief detailing the hiring of a skip for one day on the Allotment site. Committee Members discussed the size of the skip , costing of Skip hire and dates where Councillors are available to monitor the Skip on the Allotment Site.

Recommended: That a Skip be hired from 'Install Skip Hires' at a cost of £240.00 (inc. VAT). The skip size will be a large Maxi Skip (10 Cubic Yards). The skip will be hired from 8am to 4pm only on the 17th September 2016. Install Skip Hire will be required to deliver and pick up the Skip at the specific times detailed above.

Further

Recommended: That the Deputy Town Clerk organise an hourly rota for Councillors to ensure that only Allotment Holders are using the Skip. The Deputy Town Clerk will write to all Allotment Tenants confirming the date of the Skip hire and ensuring that no hazardous materials are placed in the skip. The skip is not for green waste but for obsolete metal, wood and plastic materials.

To discuss Agenda Brief and Quotation for Plaque on Allotment Gate

Councillors were previously circulated with an Agenda Brief and Quotation for purchasing a Plaque to be placed on the main Allotment Entrance Gate. Committee members discussed whether the Shield design should be incorporated on the plaque.

Recommended: That an Allotment Gate Sign (600mm X 400mm) be purchased from D3signs at a cost of £48.60 inclusive of VAT. The sign should include the Llantwit Major Town Council Shield and incorporate the following words:

Llanmaes Road Allotments
Administerd by
Llantwit Major Town Council
Rhedeg gan
Cyngor Llanilltud Fawr

3.

To discuss Agenda Brief for new numbered Plot Signs

Councillors had previously been circulated with an Agenda Brief detailing new numbered Plot Signs for each Allotment Plot.

Recommended: That the Deputy Town Clerk purchase Floplast Waste Pipe (40mm in diameter and 3m in length). The pipe will be cut into 60cm length for placing on each Allotment Plot. Total cost of pipe from Screwfix is £78.80 (inc vat). Each pipe will have numbered transfers stuck onto them (size 38mm by 21mm) numbered 1 to 87. Purchase from the Workplace Depot at a cost of £11.76.

Further

Recommended: That the Full Town Council Meeting to be held on 26th May 2016 will determine if the project will be undertaken by Llantwit Major School during their Community Week. Alternatively the Handyman will be asked to make the signs and Committee Members will ensure all plots are then installed with the correct signs to make future Allotment inspections quicker and easier.

To discuss letter received from plot holder 37, Ms Carys Lewis

Councillors had previously been circulated with a letter from plot holder 37, Ms Carys Lewis, dated 3rd May 2016 regarding the boundary fencing between her plot and plot number 36.

Recommended: That a letter be written to plot holder 36 that the metal sheet panels that are positioned between plot number 37 and 36 are left in place to ensure the Allotment Sub Committee can identify the boundary between the two plots.

Date and Time of next meeting

The date and time of the next meeting will be on Monday 4th July 2016 at 10:00am in the Heritage Centre.